Attachment 1 **Request for Quote Submission Template**

**TEN432 – CLLD Management Information System**

Please complete the table below, showing how you will meet the specification and return in accordance with instructions contained in the Request for Quote document.

Company Details

|  |  |
| --- | --- |
| Company Name: |  |
| Company address: |  |
| Contact: |  |
| Contact tel: |  |
| Contact email: |  |
| Date of quote: |  |
| Validity of Quote:  Please provide the maximum validity possible. Delete as appropriate | 30 days/45 days/60 days/90 days |
| VAT number: |  |
| Company House number: |  |

Response to Request for Quote document

|  |  |  |  |
| --- | --- | --- | --- |
| Point | Can you meet the requirement? Yes/No | Comments | *For office use: Pass/Fail* |
| 4.1.a |  |  |  |
| 4.1.b |  |  |  |
| 4.1.c |  |  |  |
| 4.1.d |  |  |  |
| 4.1.e |  |  |  |
| 4.1.f |  |  |  |
| 4.1.g |  |  |  |
| 4.1.h |  |  |  |
| 4.1.i |  |  |  |
| 4.1.j |  |  |  |
| 4.1.k |  |  |  |
| 4.1.l |  |  |  |
| 4.1.m |  |  |  |
| 4.1.n |  |  |  |
| 4.1.o |  |  |  |
| 4.1.p |  |  |  |
| 4.1.q |  |  |  |

|  |  |
| --- | --- |
| 4.2.a |  |
| 4.2.b |  |
| 4.2.c |  |
| 4.2.d |  |
| 4.2.e |  |

|  |  |
| --- | --- |
| 4.3.a |  |

Response to section 5 – total budget for the project lifetime

|  |  |
| --- | --- |
| Total | £ |
| VAT | £ |
| Total | £ |

Cost for providing the initial functioning MIS

|  |  |
| --- | --- |
| Total | £ |
| VAT | £ |
| Total | £ |

Budget breakdown for the service package

Cost per hour for additional development work

|  |  |
| --- | --- |
| Total | £ |
| VAT | £ |
| Total | £ |